

Research in the Library

Naval War College Library Newport, RI



This handbook includes the Naval War College “Faculty Guide”.

Fall 2005

NAVAL WAR COLLEGE LIBRARY

Hewitt Hall
686 Cushing Rd.
Newport, RI 02841-1207
(401) 841-3052

HOURS:

Academic Library

0600 – 2300 Daily (Monday – Sunday)

Staff Hours: 0800 – 1630 (Monday – Friday)

Classified Library

0730 – 1630 Monday – Friday

Naval Historical Collection

0800 – 1630 Monday – Friday

The Library is not staffed on federal holidays.

PHONE: (401) – 841- XXXX

Circulation Desk: 4386

Reference Desk: 3052 or 4551

Classified Library: 3256

Naval Historical Collection: 2435

EMAIL:

Circulation: circdesk@nwc.navy.mil

Reference: libref@nwc.navy.mil

Classified Library: christine.danieli@nwc.navy.mil

Naval Historical Collection: evelyn.cherpak@nwc.navy.mil

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Titles that are underlined are hyperlinked.

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Research In the Library

I. INTRODUCTION

A. The Library's Mission

The mission of the Naval War College Library is to serve the intellectual needs of the faculty, students, and researchers and, through its resources, enhance the educational research programs of the College.

B. The Role of the Library in the Research Process

The Naval War College (NWC) Library occupies a central place in the research process for both students and faculty. Over the past one hundred years, the Library has endeavored to acquire materials that support the unique educational and research interests of the College, resulting in an extensive military collection with emphasis on the U.S. Navy.

A wealth of information may be found within the Library's collection of over 250,000 books and documents and several thousand microforms, as well as via electronic access to thousands of periodicals. Included in the Library's holdings are DVDs, CDs, cassette tapes, journals, newspapers, and historical manuscripts. The Library is also a depository for selected government publications.

In addition, the NWC Library is a member of a consortium of academic and research libraries throughout the country and the world. If materials cannot be found here at the NWC Library, they may be obtained from another library through interlibrary loan. Thus, the Library is a valuable resource for obtaining information beyond its physical holdings.

In the following sections, the collections and services of the Naval War College Library are briefly outlined. Additional materials and aids that more fully describe the collections and the means of accessing them are available in the Library and/or are available online. Most important of all, the professional librarians who staff the Library should be freely approached for information and research assistance. Reference Librarians are expert in the organization of information in the Library and in helping the researcher locate needed materials. They welcome your questions and are pleased to assist you.

II. LIBRARY RESOURCES

The Naval War College Library is a special academic library. Works in all fields of knowledge are included in the collection but the principal concentration is on specialized areas of interest to the naval profession. Naval and military science, history and strategy, management, economics, international relations, international law, and contemporary world problems are subjects well represented in the Library.

Resources in the Library are found in one of three areas.

- The **Academic Library** is the largest portion of the library. It is comprised of a number of *collections* including the sizeable General Collection of unclassified material that may be checked out of the Library.
- The **Classified Library** contains all classified material and some unclassified items. Security clearance is needed to access this collection.
- The **Naval Historical Collection** holds archival material of the Naval War College and historical items relating to the U.S. Navy presence in Newport.

A. The Academic Library

1. Overview of the General Collection

The General Collection's strength is in the areas of military and naval science, diplomatic history, American history, political science, international relations, international law, economics, and management. Though the focus of the collection is clearly on the U.S. Navy, there is a wealth of material on the Navy's sister services as well as on the military forces of other nations. Recent additions to the collection have centered on the Middle East, the Iraq War, and on global terrorism.

2. Books

Print Books

The printed book collection comprises about 65% of the Library's total in-house resources. Most of this material is part of the General Collection that is located on the lower level of the Library. In addition, the Library subscribes to a provider of current best-selling nonfiction and fiction titles. These books comprise the McNaughton Collection and reside on the main floor of the Library.

Books are cataloged in accordance with the Library of Congress Classification System and are listed in the Online Catalog, accessible via a link on the Library homepage <<http://www.nwc.navy.mil/library>> or [CLICK HERE](#). The system is searchable by author, title, subject and general keyword fields. Information for locating books, such as the particular

collection that holds the book, the book's call number, and the current availability of the book, may be obtained for more than 200,000 titles in this database. Books are checked out for either 14-day or 30-day periods, depending upon the item. Requests can be made for books that are already checked out. See the Circulation Desk staff or a Reference Librarian for assistance.

The Naval War College Library belongs to a consortium of military education research libraries which has a web site called MERLN (Military Education and Research Library Network). NWC Library's Online Catalog and those of many DOD Libraries may be searched through MERLN. Patrons are advised to access the NWC Library holdings via MERLN Group Catalog should the Naval War College's Online Catalog not be available. A link to [MERLN](#) is under "Databases" on the Library homepage. **NOTE:** MERLN offers a wealth of other resources from their homepage which is located at NDU.

eBooks

The Library has access to nearly 5,000 electronic books through NetLibrary. Titles are fully searchable through the Online Catalog. eBooks may be accessed from both within the College and from remote locations. In keeping with copyright restrictions, individual pages, not entire books, may be downloaded or printed. See a Reference Librarian for assistance.

The Reference Collection

The Reference Collection, located on the main floor near the Reference Desk, contains general reference material as well as items of specific interest to the Naval War College. Reference materials may not be checked out of the Library. Standard and subject specific encyclopedias, dictionaries, handbooks, directories, indexes, and atlases make up the collection. Titles of these materials are searchable through the Online Catalog.

Reference resources are also available online from the Library homepage (Select "Reference Tools" under "Research Sources"). Electronic links are provided to dictionaries, style guides, phone directories, maps, and almanacs.

Reserves

At an instructor's request, materials may be put on reserve in the Library. This restricts use of selected items to enable all students in a class to have access to them. There are two types of reserve materials. **Open Reserve** materials, located on the main floor diagonally across from the Reference Desk, do NOT leave the library. They are for **use in the Library only**. Materials on **Closed Reserve** are located behind the Circulation Desk. They may be checked out for 3-48 hours depending upon the item. Ask at the Circulation Desk for assistance.

Audio Books

The Library has a small collection of audio books in either cassette or CD format. They are noted in the Online Catalog as *sound recording* and may be found in the Landmark Audiobook Collection on the main floor or in the audio book collection on the lower level. Audio books may be checked out for either 14-days or 30-days, depending upon the item. Ask for assistance at the Circulation Desk.

SelfCheck System

As part of the automated process, the Circulation Branch has available the 3M SelfCheck system located adjacent to the Circulation Desk. This system can be used by authorized library patrons to check out print and audio books and is particularly useful after business hours when the Circulation Desk is not staffed. Directions for its operation are located on the screen. Ask at the Circulation Desk if you need assistance.

3. Periodicals

Journals

The Library holds over 1,200 periodical titles and has current subscriptions to more than half that number. They are shelved in a separate collection, alphabetically by title, rather than by call number. Titles of journals physically held in the Library are included in the Online Catalog as well as on the "Comprehensive Periodicals List".

Journals are available in several formats: paper (bound or unbound), microform, or electronic. Tools for searching journal content depend on the format of the periodical. In general, older materials may require the use of print indexes and their full-text may reside in bound journals or on microfilm (see a Reference Librarian for assistance). The Library holds early copies of a number of journals including full runs of *United States Naval Institute Proceedings*, *Foreign Affairs*, and *Marine Corps Gazette*. While bound volumes do not circulate, current issues of journals may be checked out of the Library overnight.

Electronic versions of journal articles are available through the Library's extensive collection of databases. Through these databases, the Library has access to more than 8,000 periodicals, many of which provide full-text versions of articles. Of particular note is the ProQuest database that has full searching capability (author, title, keyword) of roughly 4,500 periodicals, providing full-text versions of a majority of articles. Electronic journals are accessed via the "Database" link on the Library homepage. Online journals that provide full-text articles are also included on the "Comprehensive Periodicals List" along with the Library's print holdings.

Newspapers

The Library currently receives about 30 local, national and international newspapers in print form. Recent editions are kept on the main floor of the Library and are shelved alphabetically by title. For a list of our holdings [CLICK HERE](#). Older newspapers are located on microfilm (lower floor) or, depending on the title, may be retrieved electronically through one of the Library's databases. Of note is the Library's collection of *The New York Times* from 1851 to present, the *Times* (London) from 1785 to present, and the *Wall Street Journal* from 1889 to present.

In electronic format, full-text versions of newspapers can be found through the LexisNexis Academic database that searches hundreds of domestic and international newspapers. The Library also subscribes to ProQuest's Historical Newspapers database which provides full-text articles back to the first issue of *The New York Times*, *The Wall Street Journal*, *The Washington Post*, and *The Christian Science Monitor*.

4. Documents and Reports

Documents

Documents represent a unique source of information and primary source materials that are not available in trade publications. The Library has a sizeable collection of documents issued by Congress and the various agencies of the U.S. Government, and by international organizations such as the United Nations and its agencies. Documents held by the Library can be found by searching the Online Catalog. Older documents may be identified through the use of both paper and electronic indexes and via Internet searches as well. Links to the U.S. Government Printing Office, the United Nations, NATO, and the U.S. State Department are conveniently located from the Library homepage. For information on document retrieval, see a Reference Librarian.

Technical Reports

Technical reports that contain results of research and development projects are also held by the Library and may be either classified or unclassified. Reports that are held in the Library may be found by searching the appropriate online catalog in the Academic Library or Classified Library. In addition to reports from national 'think tanks,' quality student papers are also kept in the Library (see Classified Library). Many of these unclassified reports have been acquired through the Defense Technical Information Center (DTIC) which may be accessed online. Other online databases provide access to working papers, policy briefs, and draft reports. See a Reference Librarian for assistance.

5. Databases and Websites

Databases

The Library provides access to 45 databases. Database content covers a wide variety of subject matter and document type and includes journal articles, newspaper articles, speeches, technical reports, military and defense information, intelligence reports, and legal and statistical data. Information is retrieved electronically and may be full-text or citation-only format. Three of the Library's most popular databases are ProQuest, LexisNexis, and Jane's Online. For a complete database list and description of each database, see the links under "Databases" from the Library homepage or [CLICK HERE](#).

Websites

The Library maintains links to selected websites from the Library homepage. These sites, many of which are free access, were chosen by the Library for their content and reliability. They represent defense, government, military, and research organizations that provide reports, analysis, news briefs, research articles, or other information that may be of value to the researcher. See "Favorite Websites" on the Library homepage or [CLICK HERE](#).

6. Computer Access

Library Computers

The Library has 22 computer terminals hard-wired to the College *Intranet* that also provide access to the public Internet. Three of these are dedicated for visitor use, 11 are designated for library research, and another 8, located in the Library Instruction Room, provide access to Library databases as well as to a full suite of software programs. In addition, the Library has a wireless access point from which a number (25) of laptop computers with wireless capabilities may receive Intranet/Internet connections. In order to make use of this service, laptops must be approved by the Information Resources Department (Hewitt 210).

Remote Access

The Library online catalog and databases may be accessed from your home computer. However, in order to search the databases, you must first fill out a "Proxy Server Account" form to request a proxy username and password. Please see a Reference Librarian for further information.

Collaborative Workstation

The Collaborative Workstation, located near the Reference Desk, allows for a versatile configuration of computer(s) and large screen monitor. It is designed to be both an area of library instruction as well as a place for small groups to work together on joint research projects. Reservations to use the Collaborative Workstation should be made at the Reference Desk.

Scanners

Two document scanners are located in the Reference area. One scanner has the ability to scan oversized material in black-and-white. The second machine can scan in color. Each scans images and text, which can then be saved to a file and used as needed (e.g. for PowerPoint presentations or Microsoft Word documents).

7. Videotapes, DVDs, and CD-ROMs

Videotapes and DVDs

A small collection of videotapes and DVDs is available at the Circulation Desk. These materials may be checked out or viewed in a specially marked carrel in the microform area on the lower level of the Library. Titles in these formats are searchable in the Online Catalog.

CD-ROMs

The Library has a number of CD-ROM databases on selected topics and reference sources. They are cataloged with Library of Congress or Superintendent of Documents classification numbers and are searchable through the Online Catalog. The CD-ROMs are shelved in back of the Library Instruction Room. They may be used in the Library or checked out at the Circulation Desk.

8. Other Services

Instructional Handouts and Guides

The Library produces a number of handouts to assist students and faculty with their research. Increasingly, handouts and guides are available electronically from the Library homepage.

- **Subject Guides** (available under "[Bibliographies & Subject Guides](#)" on the Library homepage) provide search strategies for particular topics and replace the full bibliographies of earlier years. Prior subject bibliographies, known as *Library Notes*, are still available from the Library homepage.
- **Reference Guides** are instructions on how to search or navigate a particular electronic resource, such as the Online Catalog or a subscription database (ProQuest, LexisNexis, etc.). These are available as paper handouts at the Reference Desk or electronically from the Library homepage. [For a list of available guides](#)
- **Library News**, issued each trimester, provides the College community with news updates from the Library and helpful suggestions on how best to use library resources and databases. It is distributed to student/faculty mail boxes and is available electronically from the Library homepage. [To view Library News](#).
- **Accessions List** is added biweekly to the NWC Library homepage. It provides the most up-to-date information available on materials recently added to the Library's collection. [CLICK HERE](#) for the *Accessions List*.

Interlibrary Loan

Materials not held by the Naval War College Library can be obtained from other libraries through interlibrary loan (ILL). Interlibrary loan is a cooperative arrangement among libraries through which one library may borrow materials from another. Certain types of publications, such as reference works and bound periodical volumes, are excluded from ILL. Others are subject to use under regulations imposed by the lending library. The NWC Library participates in the OCLC computerized ILL network. A specific book title can be located quickly and requested electronically. Reference Librarians can assist you with ILL requests.

Access to Other Libraries for Research Purposes

When the resources available at the Naval War College Library, through its electronic databases or obtainable through interlibrary loan, cannot meet specific requirements of a researcher, arrangements can be made for that researcher to visit another academic or research library. Upon request, Head, Reference Branch will provide a letter of referral to expedite such a visit.

Requests for Procurement of Books and Documents

Titles not in the Naval War College Library collection, or already on order, may be recommended for purchase. Reference Librarians will accept such requests and will initiate action required for purchase when appropriate. Materials will be purchased in accordance with the Library's collection development policy and current budgetary constraints.

Requestors will be notified by email when the material is received. Requests for unclassified documents, whether issued by the Government Printing Office, the Defense Technical Information Center, or other issuing agencies, will be handled in the same manner.

All classified documents should be requested through the Classified Library. Personnel will process requests for documents with a classification up through SECRET. It is difficult to know the length of time required to obtain a classified document, but 4 to 6 weeks is the standard estimate. Requestors will be notified by email when the document is received and available for use.

B. The Classified Library

The Classified Library is the repository for SECRET and CONFIDENTIAL documents and periodicals, unclassified limited access technical reports, and documents acquired from various government agencies. Access to the Classified Library requires that a security clearance of SECRET be on file in the Security Office. Patrons using Classified Library's resources must be wearing the Naval War College identification badge, which shows the individual's appropriate level of clearance. Access by international student officers is through their faculty advisor and is governed by NAVWARCOL Instruction 5510.4 (series).

Classified Online Catalog

The Classified Library's collection of print and non-print items contains over 49,000 titles (75,000 volumes). The Classified Library has its own separate online catalog (HORIZON) through which many, but not all, of the classified items can be found. Emphasis is on naval and military science; specific missiles, ships, aircraft; exercises and operations.

NOTE: Internal users may access a more detailed review of the Classified Library through the NWC Intranet, [NWC Library Portal](#).

1. Overview of the Content of the Classified Library

Classified Library holdings are especially strong in the following areas:

- **Intelligence Studies (CIA, DIA, ONI, etc.)**
- **Military/Naval Studies (CNA, RAND Reports)**
- **Tactical Documents**
- **Evaluations of U.S. Weapons Systems**
- **Joint Publications, Classified/Limited FMs**

2. Classified Periodicals

Classified Library has on display several periodical titles along with indexing information. Some periodicals are not indexed; some have only a title index, while others are fully indexed by author, title, and subject. Classified Library staff will provide information about periodicals held in the Classified Library.

3. Naval Warfare Publications & Allied Publications

These publications contain tactical and communication doctrine information. They are NOT listed in the Classified Online Catalog [ask for NTTP 1-01 (April 2005)]. All publications, including unclassified ones, are controlled and should be securely stowed when not in use. The majority of NWP's are hard copy; however, they are also contained on the Navy Warfare Electronic Library (NWEL) CD-ROM and the Allied Publications Electronic Library (APEL) CD-ROM.

4. Voice Cassettes and CD-ROMs

Strategy & Policy lectures (CNW and C&S trimesters) are subject to the non-attribution policy instruction and are kept in the Classified Library. Booklets contain a listing of current and previously recorded lectures, arranged by date (session). The Academic Reference Desk also has copies of this list. When cataloged, a call number (V.C.# or CD#) is assigned. If no number appears next to the lecture title, request the lecture by date and author/title. These cassettes/CDs are usually available the same day the lecture is given.

A listing of non-Strategy & Policy lectures (major lectures recorded in Spruance Auditorium) is also available. These lectures, from various forums, conferences, or the evening lecture series, are recorded providing the lecturer agrees to be taped.

Recent lectures are searchable in the classified online system; catalog cards for older lectures are filed in the card catalog table drawers. Ask Classified Library staff for assistance.

Cassette and CD players are available for listening to lectures in the Library. High-speed dubbers are available for making copies and degaussers are available for erasing cassette tapes for reuse, if needed. Also, cassette players may be borrowed from the Audio-Visual Department in Spruance Hall.

5. Research Papers (Unclassified through SECRET)

From 1962 to date, research papers written by NWC students, faculty, and staff can be searched in the Classified Online Catalog by author, title, subject, or keyword. Their titles are also found in the Summary Record of Research and Publication which is a listing of research papers for each academic year. Copies of the Summary Record are at the Academic Library Reference Desk and in the Classified Library. The current edition of the Summary Record is only available online through the NWC Intranet, NWC Library Portal.

Research papers written prior to 1962 are held in the Naval Historical Collection in Mahan Hall.

Student papers include those written for the Joint Military Operations (JMO) Department, National Security Decision Making (NSDM) Department, and the Center for Naval Warfare Studies (CNWS).

Prize-winning papers, including some by international students and non-resident students, are also cataloged into the collection.

6. Department of the Navy Instructions

Selective holdings include Fleet Instructions, regardless of classification, and classified and limited instructions for various Navy activities (refer to the Consolidated Subject Index).

7. Classified Databases

NAVY LESSONS LEARNED (NLL) DATABASE on CD-ROM: (SECRET/NOFORN)

- Contains Navy, Marine Corps, Air Force, Coast Guard, and Joint Lessons Learned databases. Two (2) standalone computers are available for searching this database. NLL is also available on SIPRNET.

DEFENSE TECHNICAL INFORMATION CENTER TECHNICAL REPORTS DATABASE on DVD: (U.S. GOVERNMENT AGENCIES and their CONTRACTORS ONLY)

- Nearly two million unclassified bibliographic citations to defense-related technical information (reports, DoD directives and instructions, patent applications and conference papers, etc.).
- Updated quarterly.

SECRET INTERNET PROTOCOL ROUTER NETWORK (SIPRNET) / INTELINK-S

- Security clearance of SECRET is required for access.
- Accounts are name specific and password protected.
- Ability to search and send/receive classified email.

C. The Naval Historical Collection

The Naval Historical Collection, a division of the Naval War College Library, is the depository for College archives, manuscripts, and oral histories relating to the history of naval warfare and the history of the Navy in Narragansett Bay. Established in 1969 and located in Mahan Hall, the Collection's primary source materials are of interest to naval historians, scholars and students of American military and diplomatic history, Naval War College students, faculty and staff, and the general public.

1. Collections

The Naval War College archives contain more than 1,200 feet of records documenting the administrative and curricular history of the Institution since its founding in 1884. The archives house 45 record groups, including administrative correspondence, curriculum items and publications, conference proceedings, Library records, lectures, faculty and staff presentations, theses, World War II Battle Evaluation Group records, and a vast array of intelligence and technical source materials pertaining to technological developments and strategic and tactical problems of interest to the Navy.

2. Manuscripts

The collection includes more than 245 manuscript collections containing the personal and official papers of Naval War College presidents, professors, and naval officers who have served on the staff or have been affiliated with the Institution, including those of Alfred Thayer Mahan, Stephen B. Luce, Raymond A. Spruance, H. Kent Hewitt and James B. Stockdale.

In addition to the larger collections, single manuscript items represent a growing and unique body of documents available for research. There are now more than 595 letters, journals, letterpress volumes, certificates, commissions, and signatures stored in the Naval Historical Collection. Representative holdings in this category range from letters of Admirals David Farragut, Elmo Zumwalt, Jr., and William Leahy to a 1783 paymaster's book from the USS Alliance, which was homeported in Providence at the time.

Besides a comprehensive guide to research source materials, the Naval Historical Collection routinely publishes finding aids to its manuscript collections. These may be obtained from the Collection's curator. In addition, the Naval War College Historical Monograph Series, published by the Naval War College Press, is based on collection sources.

To obtain a copy of a publication, order via email at evelyn.cherpak@nwc.navy.mil OR contact: President, Code 1E3

Naval War College
686 Cushing Road,
Newport, RI 02841-1207.

Telephone: (401) 841-2435; DSN 948-2435.

3. Oral Histories

Oral histories relating to the life and career of flag rank officers, WAVES, Navy wives and civilians who made important contributions to the Navy are housed in the Naval Historical Collection. There are over 350 oral history interviews on a variety of twentieth century naval warfare topics conducted by the staff of the Naval Historical Collection, the Naval Institute Oral History Program, and the Columbia University Oral History Office.

4. Special Collection

The Special Collection contains historical newspapers, including the only extant run of the Newport Navallog (the Newport Naval Station's paper), pamphlets on naval history topics, cruise books and Office of Naval Intelligence Monthly Information Bulletins.

5. Visitors

Prospective visiting researchers interested in searching the collections should write in advance to: President, Code 1E3

Naval War College
686 Cushing Road
Newport, RI 02841-1207.

Further information may be requested by telephone (401) 841-2435 (DSN 948-2435) or fax (401) 841-7790. The email address is evelyn.cherpak@nwc.navy.mil.

III. CIRCULATION POLICIES

A. Academic Library Circulation Policy

LIBRARY POLICY DOES NOT PERMIT DISCLOSURE OF NAMES OF PERSONS HOLDING CHECKED-OUT MATERIAL.

- Library material can only be checked out:
 - (1) during staffed hours at the ***Circulation Desk 0730-1630.***
 - (2) during access hours by using the Library's ***3M ShelfCheck*** unit.
- Should you need assistance with the operation of the 3M SelfCheck unit, please contact personnel at the Circulation Desk.
- NWC picture ID badges are used as your Library identification card.

1. **BOOKS/AUDIO BOOKS** (Lower level) – (General Collection)

- ▶ **30-DAY** loan ALL MATERIALS ARE SUBJECT TO **RECALL**
AFTER 7 DAYS WHEN REQUESTED BY ANOTHER PATRON
OR IF NEEDED FOR THE RESERVE SHELF.

2. **MCNAUGHTON COLLECTION/LANDMARK AUDIO CASSETTES/ LANDMARK CD-ROMs** (Main level)

- ▶ **14-DAY** loan

3. **VIDEO CASSETTES and DVDs** (Main level, behind Circulation Desk)

- ▶ **3-DAY** loan

4. **CD-ROMs** (Main level) – (Library Instruction Room)

- ▶ **14-DAY** loan

5. **PERIODICALS** (Main level)

- ▶ CURRENT Issues **OVERNIGHT** loan at 1600
- ▶ Single BACK Issues **3-DAY** loan
- ▶ BOUND Volumes **DO NOT CIRCULATE**

6. RESERVE MATERIALS (Main level)

- ▶ **CLOSED Reserve** Located at the Circulation Desk: ask personnel
- ▶ **OPEN Reserve** Located across from the Reference Desk: for **USE IN THE LIBRARY ONLY**

7. MICROFORMS (Lower level)

- ▶ **DO NOT CIRCULATE** Should you need assistance with the operation of the **Microform Reader Printers**, please contact the personnel at the Circulation Desk.

8. REFERENCE BOOKS (Main level)

- ▶ **DO NOT CIRCULATE**

B. **CLASSIFIED LIBRARY CIRCULATION POLICY**

Use a **SINGLE YELLOW SLIP** to record the complete call number for each document requested. Present your **NAVAL WAR COLLEGE ID BADGE** and **SIGN** for all materials.

1. DOCUMENTS

- You may keep the item(s) indefinitely; *however*,
 - ▶ item(s) may be recalled after ONE WEEK if requested by another patron.
 - ▶ item(s) may be recalled immediately if needed for RESERVE.
- At three-month intervals, you will be asked to SIGHT and RENEW, or RETURN, what you have charged out (if classified).
- Library Policy does not permit NAMES of persons holding charged-out materials to be disclosed under any circumstances.

2. LECTURE CASSETTE and CD-ROM CIRCULATION

- There is a four cassette/CD-ROM limit.
- Monday-Thursday check-out overnight; return by 1400 the following workday.
- Friday check-outs are due at 0800 on Monday morning.

3. NAME REQUESTS

Specific requests for uncataloged/unprocessed documents will be made available within 24 hours if a record appears in the online database; otherwise, 48 hours.

4. NOTICES

Notices are sent to recall material from you or to inform you that material is being held for you. They are placed in your student mailbox in Conolly Hall or sent to you via email.

5. **ALL REFERENCE documents and classified CD-ROMs must be used in the Classified Library.**

6. **RESERVE MATERIALS**

Faculty may request to have selected items placed on **RESERVE** in support of an elective or due to anticipated student demand.

- **RESERVE** materials circulate one document at a time, for **three (3) hours** at a time until 1600.
- **OVERNIGHT** (or over-the-weekend) circulation begins at 1600, on a first come, first served basis, providing the material is either unclassified or the patron has an approved safe. All material must be returned by 0830 on the next workday.

7. **SIPRNET PRINTOUTS, etc.**

- Patrons using SIPRNET for research may stow any saved information (printouts, diskettes, CDs, etc) by obtaining a “folder” from Classified Library staff. This will be held for the patron behind the Classified Library’s Circulation Desk.
- Please notify staff when the material is no longer needed, and it will be destroyed.

C. NAVAL HISTORICAL COLLECTION CIRCULATION POLICY

The holdings in the Naval Historical Collection do **NOT** circulate.

IV. FACULTY GUIDE

This portion of the Naval War College's guide "Research in the Library" outlines the specialized library services available to the faculty of the Naval War College. In keeping with the Library's mission to "serve the intellectual needs of the faculty, students, and researchers," the Library staff welcomes the opportunity to assist you. Areas that require cooperation between faculty or staff and Library personnel are defined so that effective and timely library support can be provided.

A. Recommendations for Book or Document Purchase

Materials to Support Course Syllabi and Electives

Communicating your resource needs to the Head of Reader Services will help ensure that the materials needed for your students are available in the Library. Submitting a draft copy of your syllabus for elective courses aids in that process as well as notifying the Library, in advance, of materials needed for special assignments or projects. Librarians are available to assist you in determining the pertinent resources already available in the Library and those which might be procured.

Other Requests

Faculty members are encouraged to make suggestions for the purchase of books that they feel should be added to the Library collection. Citations should be submitted to the Reference Librarians who will forward them to the Collection Development Librarian for review. The requestor will be notified by email when the books are received.

B. Placing Materials on Reserve

Faculty members are urged to encourage students to find pertinent works available on Library shelves rather than restrict them to a few reserve readings. However, when required works are not available in sufficient quantity, the reserve book system should be used. This ensures equitable distribution of limited materials to all students. The Head, Circulation Branch, must be notified at least two weeks in advance so that all titles can be assembled prior to the required date.

Reserve books listed in syllabi, including those of the Electives Program, should be clearly identified as reserve materials. Instructors teaching elective courses should identify reserve materials when working with the Electives Program Coordinator, and should contact Head, Circulation Branch, to arrange to have those materials placed on reserve.

Academic Library

The closed reserve book shelves are located at the Circulation Desk on the main level of the Library. Open reserve book shelves are located near the Library's PCs, also on the main level. Since space is at a premium, choice of reserve items should be selective and should be limited to required readings only. Specific procedures for circulation of reserve books will be explained by the Circulation staff.

In order to comply with copyright restrictions, the Library will accept photocopies of copyrighted materials for course reserve, only if they are accompanied by a written release from the copyright holder. It is the responsibility of the faculty to request such releases through a Naval War College copyright technician.

Guidelines for Open/Closed Reserves

The Head, Circulation Branch is available to help determine which reserve category is most appropriate for faculty materials.

1. Materials on Open Reserve are for use in the Library only. They do not circulate.

2. Materials on Closed Reserve may be handled in the following ways:

Criteria for Selection

Limited number of copies (1-5)
Fairly large number of students (50 or more)

Loan Period

3 Hours/Overnight Loan

More copies available (6-9)
Smaller number of students (15-30)

48 Hours

Classified Library

The Classified Library also maintains a 3-hour reserve system for classified documents and limited access documents that are placed on reserve because of heavy demand. Provision is made for overnight (1600-0830) and over-weekend use of such documents if the requestor has access to an authorized safe in which to store them.

C. Additional Resources

Library Instruction

The Library provides introductory library instruction during student orientation. Upon faculty request, the Reference Branch can provide subject specific instruction that will identify resources and searching techniques for a particular topic. Faculty, staff, and students may also request one-on-one tutorials from the Reference Librarians. Contact the Head, Reference Branch for this service.

Handouts (Paper and Electronic)

The Reference Branch provides instructional handouts in the form of Reference Guides and Subject Guides. [Reference Guides](#) generally describe how to use a particular resource tool, such as the Online Catalog or a database. [Subject Guides](#) provide search strategies and suggest resources for a particular topic. Both are available in paper, at the Reference Desk, or online from the Library homepage (www.nwc.navy.mil/library).

Bibliographies

Bibliographies in support of the curriculum are compiled by Reference Librarians upon faculty request as time and resources are available. Requests for subject specific bibliographies should be submitted to the Head, Reference Branch as far in advance as possible, to enable the staff to provide sufficient time to do the best possible job. Requests should include a definition of the topic, its scope, time frame, and intended use.

Tours

Library tours are included during faculty and student orientation sessions. Currently, they are being provided as virtual tours. However, Library staff are available to provide faculty and student tours (either virtually or in-person). Please contact Head, Reference Branch to arrange for tours of the Library.

D. Faculty Library Card

The Consortium of Rhode Island Academic and Research Libraries (CRIARL) offers a Faculty Library Identification Card extending borrowing privileges at each member library. If the Naval War College Library does not own an item, a faculty member may borrow it from any CRIARL library that has a circulating copy.

Full-time or continuing part-time faculty are eligible for a CRIARL library card. Cards are renewable each fall, and loans are subject to normal circulation rules of the lending library. CRIARL cards may be obtained by contacting the Head, Reference Branch.

CRIARL libraries include: Brown University, Bryant College, Community College of Rhode Island, Johnson & Wales University, Providence Athenaeum, Providence College, Providence Public Library, Redwood Library and Athenaeum, Rhode Island College, Rhode Island Historical Society, Rhode Island School of Design, Rhode Island State Library, Roger Williams University, Roger Williams University School of Law, Salve Regina University, United States Naval War College, and University of Rhode Island.

E. Reproduction of Library Materials

Photocopiers are available in the Library for the reproduction of Library material. Copyright restrictions govern the making of photocopies and the reproduction of copyrighted material. Reproductions are limited, according to the principle of fair use, to a single copy for research purposes. Requests for multiple copies, or requests for especially lengthy copies, should be made to the Publications and Printing Division.

Unclassified Library holdings on microfilm or microfiche can be reproduced in hard copy on reader-printers available in the Library.

F. Library Use by International Students

International students have the same borrowing and use privileges in the Academic Library as do other students at the War College. However, access to the Classified Library is denied to international student officers. International students may seek permission to use specific classified material through their faculty advisor and are governed by NAVWARCOL Instruction 5510.4 series. International students wishing to use unclassified materials that are held in the Classified Library, such as student research papers and recorded lectures, should request them through the Reference Librarians.

G. Library Use by Non-Naval War College Personnel

Permission for non-Naval War College personnel to use the Library is granted on a case-by-case basis to scholars for research purposes. Telephone or written requests should be referred to the Head, Reader Services, (401) 841-2642, for classified materials, and to the Head, Reference Librarian, (401) 841-6500, for use of unclassified materials. Visitors requiring access to classified materials must also forward certification of security clearance and need-to-know to the Security Manager prior to arrival at the Naval War College. Requests from dependents for use of the Naval War College Library for research purposes should be referred to the Head, Reference Branch.

Please note that Naval Station Newport is at a Force Protection Condition that severely limits entry to the Naval Station by anyone who does not possess a valid DoD identification.

[Visitor access procedures](#) are listed on the Library homepage.

H. Library Committee

As outlined in NAVWARCOL Instruction 5420.15 series, the Library Committee exists as a forum for the exchange of information among the faculty, the students, and the Library staff to assist the Library in providing adequate support of educational and research programs.

Committee members include one faculty member from each of the academic departments, as well as one faculty member from the Naval Staff College, the Naval Command College, and the College of Distance Education. Also included on the committee are one faculty or staff member from the Center of Naval Warfare Studies and one student each from the College of Naval Warfare and from the College of Naval Command and Staff.

V. DIRECTORY OF LIBRARY SERVICES

Service

Phone No.

(x=84)

Academic Library

Circulation Desk ----- x14386 or x12892

For information regarding:

- Circulation Policy and Procedures
- Checking material in/out
- Library Accounts
- Reserve Materials

Reference Desk ----- x13052 or x14551

For information regarding:

- General Research Questions
- Interlibrary Loan requests
- Library Instruction
- Library Use by Visitors
- Requests for book purchases
- Restricted Collection materials

Classified Library ----- x13256

For information regarding:

- Classified Library Procedures
- Classified Databases
- Classified Reserves
- Lecture tapes and CDs
- Naval Warfare Publications and Allied Publications
- Student Papers

Naval Historical Collection ----- x12435

For information regarding:

- Naval War College archives

Library Administration

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|-----------------------------------|--------|
| Library Director | x12641 |
| Head, Reader Services | x12642 |
| Head, Circulation Branch | x16508 |
| Head, Reference Branch | x16500 |
| Head, Classified Library | x16504 |
| Head, Technical Services | x16492 |
| Head, Collection Development | x14345 |
| Head, Cataloging Branch | x14307 |
| Head, Naval Historical Collection | x12435 |